

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, AUGUST 1, 2016**

The Regular Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, August 1, 2016. The meeting was called to order at 7:20 p.m.

PRAYER – The Prayer was given by Councilor Deni.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

ROLL-CALL – Present were Councilors Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin, Lee, Stokes and Szewczak. Councilor Davis was absent. Also present were Town Manager, Bryan Chodkowski; Town Attorney, Christopher Bromson; Town Clerk, Suzanne Olechnicki; Director of Public Works, Jonathan Bilmes, Superintendent of Water Pollution Control, Kevin Shlatz

FIRE EVACUATION ANNOUNCEMENT

Chairman Kaupin made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #3768 by Councilor Arnone, seconded by Councilor Stokes to accept the minutes of the July 5, 2016 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3768** adopted 7-0-3, with Councilors Deni, Hall and Kaupin abstaining.

MOTION #3769 by Councilor Stokes, seconded by Councilor Szewczak to accept the minutes of the July 5, 2016 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3769** adopted 7-0-3, with Councilors Deni, Hall and Kaupin abstaining.

SPECIAL GUESTS

Enfield High School Renovation Building Committee

Present were Committee Chairman, Randy Daigle; Dean Petrucelli from Silver Petrucelli & Associates and Amar Shamas from Gilbane Building Company

Mr. Daigle stated there are no major issues, the schedule is on track, and they are under budget. He noted this is a team effort, and they have a great Committee. He stated the Town and Board of Education have been supportive.

Mr. Shamas provided photographs of the completed and occupied Fermi wing, which is a four-story, 105,000 square feet addition. He noted there have been no issues since that wing has been occupied for the past nine months. He noted this is a fully code compliant, energy efficient type facility.

He stated another space completed in November, which has been occupied since, is the cafeteria and a \$1.2 million dollar kitchen. He provided photographs of this space. He noted the cafeteria is almost double in size in terms of seating and is designed to carry the entire population in three waves.

Mr. Shamas stated the focus is currently on the "A" wing, which is the existing school along with the library space and main office. He noted the exterior is generally completed, and they're planning to do the final paving on the site by the end of this week or early next week. He stated the main office was completely renovated, and furnishings are being moved into the building. He added all the moving on Level 2 and 3 is complete. He noted today they're moving into Level One, and they're well ahead of schedule.

He stated all town inspections are complete on all four floors, and they're ready for a final inspection the week of August 15th.

Mr. Shamas provided photographs of the "A" wing, which includes lighting upgrades, new lockers, code upgrades, new finishes, new electrical, mechanical and HVAC systems. He noted the building is completely clean regarding PCB's and asbestos. He stated they completely renovated the library space with new lighting, new ceilings, and new HVAC. He noted the library furnishings have already been moved in.

He then spoke about the gymnasium space and noted the flooring is already completed throughout that corridor as well as new millwork, new ceilings, and new lighting. He stated they replaced the old display cases throughout the area with new display cases. Mr. Daigle noted they'll have a school store with glass display cases to display all the merchandise. He added they have ample display cases to display trophies from both high schools.

Mr. Shamas then spoke about the music wing. He noted they're substantially completed on the roofing, and they're still working on interiors with walls and electrical work. He stated this space is scheduled for completion by the end of January, 2017, and they are on schedule and things are going extremely well.

He stated they almost doubled the space for the auditorium and are adding a new stage. Mr. Daigle added there will be seating for over 900 people, and they've added ADA ramps up to the stage.

Mr. Shamas referred to the band room, which is the most eastern part of the music wing. He noted this area has a very high vaulted ceiling, and it's a very grand space right at the back of the auditorium space. Mr. Daigle stated the new band room is slightly smaller than the size of the previous auditorium, and it backs up to the stage with access into the

auditorium so the band could filter right from the band room to the back of the stage for performances.

Mr. Shamas stated they are doing a lot of site work and landscaping, and everything should be coming together in the fall of this year.

Councilor Hall expressed her gratitude to everyone for their hard work on this project. She noted this is an amazing project.

Councilor Arnone thanked everyone for their hard work.

Councilor Szewczak stated the original structure of Enfield High School still stands, and she expressed her appreciation for preserving that heritage.

Councilor Edgar raised the issue of the front driveway being closed off, and Mr. Shamas noted they're expanding the width of the entrance driveway by a foot or two. He noted this is primarily for safety reasons, and this was planned awhile ago. He explained this widening will allow for a left and right turn lane. He stated it's hoped this work will be done by Wednesday. He added emergency vehicles would still be allowed access.

Councilor Stokes thanked everyone for their work on this project. He noted Enfield students will have a top of the line school and hopefully families will consider keeping their children in Enfield Public Schools as a result of this building.

Chairman Kaupin expressed his appreciation to everyone involved in this project. He noted it has been a pleasure working with this team.

Mr. Daigle stated they will be using ceremonial bricks and benches from Enfield High and Fermi High within this project. He added they will try to incorporate meaningful items from Fermi within this new high school project.

Councilor Deni questioned whether there will be an orientation for new students, and Mr. Daigle stated they have been working with the Board of Education and Town Manager to pick a date for the orientation.

Councilor Deni expressed his appreciation for a job well done.

PUBLIC COMMUNICATIONS & PETITIONS

There were no comments from the public.

COUNCILOR COMMUNICATIONS & PETITIONS

Councilor Szewczak stated there will be a final uniform sale at the Enfield High School gymnasium from 9:00 a.m. to 12:00 noon on Saturday, August 27th.

Councilor Deni stated the Mt. Carmel Festival is scheduled for August 5, 6 and 7.

Councilor Bosco stated there's a lot of trash on Town Farm Road, and he would like this addressed.

Councilor Cekala stated registration for Enfield Girls Softball for the fall is open, and girls can register at enfieldgirlssoftball.com. She noted Little League registration for the fall will also be open very soon, and people can go onto that website for more details.

Councilor Hall requested additional trash and recycling bins be placed at the Scantic River Park. She noted this past weekend, all trash and recycling bins were overflowing.

Councilor Lee commended the Enfield Dolphin Swim Team for a successful season. He noted they just completed A & B championships, and they did very well.

MOTION #3770 by Councilor Lee, seconded by Councilor Arnone to add Item N – a resolution for a CHRO claim.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3770** adopted 10-0-0.

MOTION #3771 by Councilor Lee, seconded by Councilor Hall to suspend the rules to address under Miscellaneous Items 14 F, G, H, I, J, K, L and N.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3771** adopted 10-0-0.

Chairman Kaupin stated the Enfield Dog Park swearing in ceremony for the new Mayor and Deputy Mayor will be held on Friday, August 26th at 6:00 p.m. at the dog park.

He thanked the Town of Enfield and residents of Enfield for coming out to the Fourth of July Town Celebration. He noted overall it was a successful event.

Chairman Kaupin extended his best wishes for the upcoming Mt. Carmel and Pirate Festivals.

TOWN MANAGER REPORT & COMMUNICATIONS

Mr. Chodkowski stated there will be a special meeting of the Town Council on Monday, August 22nd at 6:30 p.m. at Town Hall. He noted this will be an updated presentation from Honeywell for the energy performance project.

He stated the Council has within their packets the Project and Activities Report.

Councilor Lee requested the Town Manager set up a meeting between himself, EMS Director, Gary Wiemokly and the Town Manager so he can get a better understanding of

how they're measuring response times for the EMS Department and what tool they use and whether it's being done through radio or GIS.

Councilor Arnone expressed appreciation for the Project and Activities Report. He referred to the "River Access Project" and questioned how they can secure that money before the State takes back those funds. Mr. Chodkowski stated they did have a meeting with state and federal legislators, and they informed ConnDOT that the Town does intend to proceed with the project as initially intended as last presented to them. He noted they had all of those members, who were in the initial legislative delegation meeting, reach out on the town's behalf and confirm their support on the town's desire to use those funds. He stated they exchanged emails today with ConnDOT to get a meeting with them to come in and demonstrate to them why this project is important and why it should continue forward. He noted he does not know the date or time of that meeting as yet.

Councilor Arnone stated this is a very important amount of money, and it's a very important project for downtown and riverfront recapture.

Councilor Cekala referred to the performance contracting meeting on August 22nd and requested they get the word out about this meeting as soon as possible.

Councilor Arnone stated people attending the August 22nd meeting will be able to talk directly to the engineers regarding the performance contracting project.

TOWN ATTORNEY REPORT & COMMUNICATIONS

Attorney Bromson stated the CREC mediation will take place at the New Britain courthouse August 30th at 11:30 a.m.

REPORTS OF SPECIAL COMMITTEES OF THE COUNCIL

There were no reports.

OLD BUSINESS

APPOINTMENTS (TOWN COUNCIL)

MOTION #3772 by Councilor Lee, seconded by Councilor Arnone to remove Item #4 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3772** adopted 10-0-0.

NOMINATION #3773 by Councilor Lee to appoint Teresa Richard (R) to the Clean Energy Committee for a term which expires 3/17/18.

MOTION #3774 by Councilor Szewczak, seconded by Councilor Cekala to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3774** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Teresa Richard appointed to the Clean Energy Committee by a 10-0-0 vote.

All other appointments remained tabled.

Items C, D, E, F and G remained tabled.

MOTION #3775 by Councilor Szewczak, seconded by Councilor Arnone to remove Item H from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3775** adopted 10-0-0.

RESOLUTION #3776 by Councilor Arnone, seconded by Councilor Szewczak.

WHEREAS, Chapter 58, Article II of the Town Code addresses Hawkers, Peddlers, and Auctioneers Ordinance; and

WHEREAS, the Town Council proposes to regulate mobile food vendors and to amend Article II to include Section 58-35, Mobile Food Vendors; and

WHEREAS, the Town Council held a public hearing on May 16, 2016 to receive input from the residents of the Town of Enfield regarding the proposed amendment;

NOW, THEREFORE, BE IT ORDAINED, by the Enfield Town Council that:

Section 1: Chapter 58 of the Town Code to include Section 58-35, Mobile Food Vendors, attached hereto as Exhibit A and incorporated herewith as included herein.

Section 2: That this ordinance shall become effective upon the earliest date allowed under the Code of Enfield Connecticut and General Statutes of the State of Connecticut.

Mr. Chodkowski reviewed some of the language in the ordinance. He noted Councilor Lee suggested some very specific definitions and Councilor Cekala took a generalized approach. He noted the language was changed to make it “any public utility”. He stated the ambiguity benefits the Town and the enforcement aspect moving forward, but they did want to be conscientious of what a public utility might be.

Councilor Lee stated there are things that are considered private water companies, and there are things that are considered public water companies. He stated his belief they're trying to say "you may not make a water connection", and it could be said that a DPUC regulated electrical utility is a public utility, but someone running solar panels and wanting to make a connection to a truck would also be something they're not seeking to have occur. He went on to note that in the same manner a public utility would be the Town's sewer system. He noted making a connection to a private septic tank is also something they're not seeking to have occur. He stated his point is that while they have issues connecting to those regulated utilities and services, at the same time they're not looking to interfere with someone making a connection to a public internet provider for the purposes of sending messages, updating twitter, or anything else of that nature that a vendor might do. He pointed out a telecom is a registered public utility. He stated they should say what they mean and mean what they say if they're going to go through any of this process to create a very careful ordinance.

Councilor Lee stated his belief they should take the time to spell out what should not be connected to what kind of system. He feels it's important to spell out Item #4 in this ordinance.

Councilor Cekala stated her belief it's not necessary to spell it out because she feels "any public utility" is going to be more than sufficient. She cautioned it being a specific line item list because they are then all inclusive and excluding something they may not have thought of. She suggested a way to get around that would be to say, "including, but not limited to".

Mr. Chodkowski stated his concern from the administrative side is that regardless of the rule, there's always an exception to the rule. He noted apart from this, there's a three-page document that hasn't even been discussed as yet, and it includes 17 different requirements to vend and an additional 18 sections, not including subsections, along with an additional five sections of rules and regulations. He went on to state that if a vendor can connect to any public utility under this and not be in violation of any of these other items, there would be other administrative issues. He stated his belief that by being specific, they're trying to account for every consideration, and he does not know they can do that in an environment of mobile business.

Councilor Lee stated if they're saying vendors can't connect to utilities, they should just say that. He noted they're not getting into trying to regulate telecom, but the concern is with water, sewage and electricity.

Councilor Arnone stated his concern if they start splitting hairs on this, it will get so out of hand that there will be an exception somewhere.

Chairman Kaupin questioned if "a self-contained operation" is stated anywhere. He noted if there is such a statement, then a vendor couldn't hook up to anything outside the vehicle.

Councilor Szewczak stated her impression they're trying to prevent a food truck that is a business from using utilities that are paid for by other people, i.e., sewer, water, etc.

AMENDMENT #1 by Councilor Lee, seconded by Councilor Hall that Exhibit A, Item #4 be modified to say, "connect to any utility or service such as, but not limited to, water, sewer or electric for the purpose or duration of activity".

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **AMENDMENT #1** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3776** adopted 10-0-0, as amended.

NEW BUSINESS

New Business items will appear on the next regular meeting agenda.

ITEMS FOR DISCUSSION

DISCUSSION RE: REQUEST FOR TRANSFER OF FUNDS FOR THE PURPOSES OF PERFORMING A SPLASH PAD ASSESSMENT STUDY - \$15,000

Mr. Chodkowski stated the Town was approached by the organization, Two Moms on a Mission" to raise funds for a splash pad. He noted while the Town is grateful they were willing to do this, he believes there are other things to be considered. He stated this would involve things such as the size of the water utility; what kind of water pressure; what size parcel; how much parking, etc. He noted there were also some legacy costs that were not thought of, such as how would this facility be turned on and off on a regular basis; what does it cost to run the pump; is the pump the right kind of pump, etc. He felt it was prudent to bring on a consultant to perform an assessment so the Town had a better understanding of what the cost would be and where the best location would be for a splash park. He stated three proposals were received, and those proposals were from previously qualified vendors of the Town, and the quotes ranged from \$8,000 to \$20,000.

Councilor Lee questioned if the Town Manager has a sense from any of the vendors as to what would be involved in recasting the assessment to one that looks at the aquatics future of the community in general. Mr. Chodkowski stated that would be an additional cost. Councilor Lee stated they need to understand what they're doing with the types of community features the Town currently possesses. He noted the Town has three aging pools, and there's a high demand and a changing population. He stated if they can find a way that they're not short-changing their long-term aquatics plan for a short-term splash pad implementation, that would be fine.

Councilor Bosco stated his belief the Town shouldn't be paying for any studies. He noted when Two Moms on a Mission has the money for a study, the Town can order a study just like they did for the dog park.

Councilor Arnone stated the Town always had the idea of a splash park. He noted the Recreation Department always thought this would be a good addition for the Town of Enfield, and he believes this would get a lot of use. He pointed out there's a lot to consider with such a facility and such a study is necessary.

Councilor Szewczak stated she wants to know how much such a facility would cost. She noted she'd like to know if a splash pad should be tied to an outdoor pool. She stated this should be a complete study as Councilor Lee suggested. She acknowledged that the Recreation Department has had this on their wish list for awhile.

Councilor Bosco stated if all this money is spent on a study, it's not known whether the funds can be raised for such a facility. He noted someone has to pay for this, and his house tax went up \$1,200 in four years. As concerns spending money on studies right now, the Town currently has unfinished projects. He feels a splash park can be expensive. He noted they can look at this again if Two Moms on a Mission can raise the funds for such a study.

Councilor Edgar agreed with Councilor Bosco. He feels Two Moms on a Mission should get the study done.

Councilor Hall stated the Town has a couple projects sitting in Recreation, i.e., the skateboard project. She noted she loves the idea of a splash park, however, she would like to see a completion of those projects currently on the books before starting other things. She stated she has heard from the Leisure Subcommittee that staff doesn't have time to focus on getting some of the things done for the skateboard park.

Councilor Arnone stated his belief the Recreation Department needs help. He noted Public Works has to help the Recreation Department by getting Recreation Department projects completed. He stated he would like to table this item and have a discussion with Two Moms on a Mission, and possibly that organization can help raise some money for a study.

MOTION #3777 by Councilor Arnone, seconded by Councilor Edgar to table this item.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3777** adopted 10-0-0.

MISCELLANEOUS

RESOLUTION #3778 by Councilor Lee, seconded by Councilor Szewczak.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

FROM:	Unallocated – Contingency	TO: Unallocated-Transfers to Capital
	10800092-584000 \$75,000	10800092-593010 \$75,000
FROM:	CIP Revenue 2017-Trf from	TO: Arch & Engineering-Other Prof Fees
	General Fund	
	31042017-480001 \$75,000	31008153-533900 \$75,000

CERTIFICATION: I hereby certify that the above-stated funds are available as of July 26, 2016.

/s/ John A. Wilcox, Director of Finance

Councilor Arnone stated he does not have a problem with the assessment study, but he feels this really needs to go out to bid.

Councilor Edgar stated he would like to know what they have in mind before they get into a study.

Chairman Kaupin stated his understanding they've identified things that could be done, but they need professional help to scope out the project and come up with costs.

Chairman Kaupin questioned how long it would take to put out a bid for a study, and Mr. Chodkowski responded 45 to 60 days. Chairman Kaupin stated a report would then come back to the Council in July, 2017, and the Council can make decisions to get to the referendum deadline date.

MOTION #3779 by Councilor Edgar, seconded by Councilor Hall to table this item.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3779** adopted 10-0-0.

MOTION #3780 by Councilor Edgar, seconded by Councilor Deni to table Item G.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3780** adopted 10-0-0.

RESOLUTION #3781 by Councilor Edgar, seconded by Councilor Stokes.

BE IT RESOLVED, that Bryan R.H. Chodkowski, Town Manager of the Town of Enfield, be and hereby is authorized to execute on behalf of the Town of Enfield an easement to allow the Town of Enfield to construct and maintain a drop manhole system and to remove the existing drainage outlet on state land off Eds Drive in the Town of

Enfield and is authorized to execute any and all documents necessary to consummate the transaction above contemplated.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3781** adopted 10-0-0.

RESOLUTION #3782 by Councilor Hall, seconded by Councilor Arnone.

RESOLVED, that in accordance with Chapter VII, Section II of the Town Charter the Enfield Town Council does hereby amend the classification plan to include the following job description for the Town of Enfield for the following position:

Add (1) Director of Development Services

Councilor Edgar requested an explanation of what this position is supposed to do in addition to the job description. He stated his understanding this person will supervise the Town Planner, and Mr. Chodkowski stated this position would effectively supervise the Department of Planning & Zoning, Building Inspection and Community Development.

Councilor Edgar stated he'd prefer going back to one Assistant Town Manager, who took care of all those areas.

Councilor Arnone stated his understanding this position will actually replace both the Assistant Town Manager positions. Mr. Chodkowski stated his understanding this was crafted prior to his arrival through the budget process and that this effectively took what was the Director of Development Services and certain aspects of the former Assistant Town Manager's position and folded them into this position. He noted what they call this position is irrelevant, but its function within the organization is important, and it needs to be filled as soon as they're in a position to fiscally afford it.

Councilor Arnone stated his understanding this position will be directly under the Town Manager in the flow chart, and Mr. Chodkowski responded that's correct.

Councilor Edgar stated he has a problem with this, and he'd rather go back to one Assistant Town Manager.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3782** adopted 9-1-0, with Councilor Edgar voting against the resolution.

RESOLUTION #3783 by Councilor Stokes, seconded by Councilor Szewczak.

RESOLVED, that in accordance with Chapter VII, Section II of the Town Charter the Enfield Town Council does hereby amend the classification plan to include the following job description for the Town of Enfield for the following position:

Add: (1) Environmental, Health and Safety Manager

Mr. Chodkowski stated the Town Council was provided with a flow chart to address concerns. He stated his understanding this position was previously presented as part of the Fiscal Year 2016-17 budget. He noted this position is designed to function in a prospective manner with regards to environmental and occupational safety and attempt to reduce workplace injuries and reduce risk management insurance premiums and expenses and to improve overall employee and organizational safety. He stated this position is to be jointly funded from the conventional general fund as well as from the Water Pollution Control Authority.

Councilor Hall requested further clarification.

Director of Public Works Jonathan Bilmes stated this is a new part time position. He explained at the budget meeting with DPW, a memo was distributed explaining this. He noted OSHA visited Enfield, and a matrix was put together of all the different OSHA programs the Town wasn't in compliance with, and there are fines associated with that. He stated since his tenure with the Town, they've been issued fines for environmental violations, health and safety violations, and the Town embarked on a town-wide program to reduce workplace injuries and reduce insurance premiums. He stated they are going in the right direction as evidenced by the number of claims in the workers' comp areas.

Councilor Hall questioned whether this position will be posted, and Mr. Bilmes stated they can't post this position until the job description is approved by Council.

Councilor Bosco stated his impression a full-time position is needed because he's not sure a part-time position can really accomplish anything. Mr. Bilmes stated his belief there are things that can be accomplished with a part-time position.

Councilor Arnone questioned how many hours per week this position will work, and Mr. Bilmes responded no more than 20.

Councilor Deni questioned the cost for a part-time person, and Mr. Bilmes responded \$45,000 with no benefits.

Councilor Deni requested the next time a flow chart is done, he would like to know who is in Highway, Refuse, Building & Grounds, WPCA, etc., and Mr. Bilmes indicated that can be provided.

Councilor Cekala agreed with Councilor Bosco in that she's uncertain they can find a qualified person who is willing to work part-time.

Mr. Chodkowski stated this is a position that has a potential regional application. He noted there have been some general discussions with CREC regarding services that could be shared regionally, and this was a service that they identified. He noted if they have success, this might be a position that they may effectively contract with other surrounding towns and turn this into a full-time position for everyone's benefits.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3783** adopted 10-0-0.

RESOLUTION #3784 by Councilor Lee, seconded by Councilor Cekala

RESOLVED, that in accordance with Chapter VII, Section II of the Town Charter the Enfield Town Council does hereby amend the classification plan to include the following job description for the Town of Enfield for the following position:

Add: (1) Recreation Instructor

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3784** adopted 10-0-0.

RESOLUTION #3785 by Councilor Arnone, seconded by Councilor Deni.

WHEREAS, the Town of Enfield desires to take advantage of Energy Performance Contracting to achieve energy efficiency and reduce energy costs; and

WHEREAS, the cost of installing new energy efficient equipment in and performing various facility improvements to the Town and School facilities (Project) will require a referendum to be voted upon by the electors of the Town of Enfield based upon the Enfield Town Charter; and

WHEREAS, the Enfield Town Council wishes to seek input on the Project from citizens;

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Enfield Room, 820 Enfield Street, Enfield, Connecticut on Tuesday, September 6, 2016 at 6:00 p.m. to allow citizens an opportunity to express their opinions regarding the Energy Performance Contracting Capital Replacement Project.

AMENDMENT #1 by Councilor Szewczak, seconded by Councilor Deni that the location for the meeting will be in the Council Chambers of the Enfield Town Hall.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **AMENDMENT #1** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3785** adopted 10-0-0.

RESOLUTION #3786 by Councilor Lee, seconded by Councilor Stokes.

RESOLVED, that the Enfield Town Council does hereby authorize the Town Attorney, Christopher W. Bromson, or his designee, to resolve any potential liability by having ADA training provided to the Department of Youth Services.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3786** adopted 10-0-0.

PUBLIC COMMUNICATIONS

There were no comments from the public.

COUNCILOR COMMUNICATIONS

There were no comments from the Council.

ADJOURNMENT

MOTION #3787 by Councilor Stokes, seconded by Councilor Deni to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3787** adopted, and the meeting stood adjourned at 9:25 p.m.

ORDINANCE _____

Exhibit A

Chapter 58 - PEDDLERS AND SOLICITORS
ARTICLE II. – HAWKERS, PEDDLERS AND AUCTIONEERS
Sec. 58-35. - Mobile Food Vendors

- a) A “mobile food vendor” is one who sells food and/or drink to walk-up customers from a legally operable, insured, and registered vehicle or trailer, excluding tractor-trailers, as defined in Connecticut General Statute § 14-1, which is equipped for the safe and sanitary storage, preparation, and sale of food or beverage.
- b) A mobile food vendor shall be permitted to vend in accordance with those rules and regulations as established by the Town of Enfield. Said rules and regulations shall be established by resolution of the Town Council.
- c) Previous section notwithstanding, those rules and regulations as may be promulgated in subsection b) herein, no mobile food vendor shall:
 - 1) Vend without an approved permit to do so from the Town of Enfield.
 - 2) Vend from any location other than the location for which they are permitted.
 - 3) Park or stand his vehicle or trailer upon any sidewalk or sidewalk area, or upon any street, alley, highway or public thoroughfare so as to cause or increase congestion, obstruct travel or inconvenience the public. The judgment of any Town of Enfield agent vested the authority to enforce the provisions of this ordinance, exercised in good faith, shall be conclusive as to whether the area is congested, or the public impeded or inconvenienced.
 - 4) Connect to any public utility for the purpose or duration of actively vending.
- d) In addition to other penalties as ascribed by law, any vendor found to be in violation of this ordinance shall be prohibited from vending within the Town

of Enfield for 365 consecutive days from the date upon which said violation occurred.

- e) Any vendor who has had their permit revoked by the Town may appeal that decision to a designated hearing officer pursuant to Connecticut General Statue 7-152c.

Appended to minutes
of August 1, 2016 Regular
Town Council Meeting
See Page 11

**TOWN OF ENFIELD
JOB DESCRIPTION
DEVELOPMENT SERVICE DEPARTMENT
DEVELOPMENT SERVICES ADMINISTRATION
DIRECTOR OF DEVELOPMENT SERVICES**

GENERAL STATEMENT OF DUTIES: Highly responsible position involving the oversight and administration Town development divisions including; Building, Planning and Zoning and Community and Economic Development. Position requires considerable knowledge of municipal building, planning and zoning laws and regulations as well as the administrative functions of community and economic development programs.

SUPERVISION RECEIVED: Works under the general direction of the Town Manager.

SUPERVISION EXERCISED: Directly oversees Building Commissioner, Director of Planning, ~~and Community & Economic Development Officer.~~ **Director of Community Development and/or other positions as designated by the Town Manager.**

ESSENTIAL JOB FUNCTIONS:

- Directs Development Services to support the growth and redevelopment efforts of the community;
- Build and maintain strong professional working relationships with the business and development communities;
- Actively promote collaboration on multiple levels between Town, State, CRCOG, Economic Development organizations, Chambers of Commerce and the business community in general;
- Provides technical support to local and regional boards, commissions and committee's as required; consults with Town Manager and Town Council to review department operations/activities, review/resolve problems, receive advice/direction; and provide recommendations and support for Town Council goals as they relate to development services;
- Responsible for the planning, management and application of financial, human and capital resources to accomplish responsibilities assigned to the department in accordance with all applicable laws and regulations;
- Evaluates efficiency and effectiveness of department operations, procedures and use of resources; implements improvements; translates administrative and planning objectives into specific programs and projects;
- Develops, plans, implements and manages department goals and objectives consistent with approved development plans.

OTHER JOB FUNCTIONS: Performs related duties as required or assigned by the Town Manager.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of the principles and techniques of planning, organizing, integrating and administering a comprehensive development services program in the areas of building, planning and zoning, community and economic development; demonstrate comprehensive, current knowledge of applicable codes, regulations, and standards; ability to manage human and capital resources; demonstrate familiarity with purpose and function of automation and information technology systems in managing the planning, development, implementation and records management systems for department operations; ability to supervise work of subordinates and direct staff activities; Working knowledge and solid understanding of the latest industry computer programs and digital technologies; ability to communicate effectively orally and in written form; ability to administer grant programs.

EXPERIENCE AND TRAINING: Master's Degree in Public Administration, City or Regional Planning, Public Policy; or related field and five (5) years' experience in regional/municipal planning, housing administration, community development, economic development; **or a Bachelor's Degree in the above fields and ten (10) years' experience** or any equivalent combination of education and experience.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk and hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs highly complex and varied tasks requiring independent knowledge, its application to a variety of situations, as well as exercise of independent judgment.

Noise level in the work environment is usually quiet. Occasionally makes field visits to project sites as required.

The following duties are typical of this job description and intended only to describe the various types of work that may be performed, the level of

technical complexity of the assignments(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the job description, or is similarly or closely related to another duty statement to address business needs and changing business practices.

Revised: August 1, 2016

TOWN OF ENFIELD
JOB DESCRIPTION
Environmental, Health and Safety Manager

GENERAL STATEMENT OF DUTIES: This is a highly responsible position which has strategic and tactical responsibility for administering the Department of Public Work's environmental, health and safety programs, policies and initiatives. Ensures compliance with applicable health and safety laws, statutes and regulations. Conducts and/or coordinates relevant training, provides guidance and follow up to all DPW subdivisions.

SUPERVISION RECEIVED: Works under the general direction of the Director of Public Works or his/her designee.

SUPERVISION EXERCISED: None

ESSENTIAL JOB FUNCTIONS:

- Develop, implement, and maintain programs, systems, policies, and studies to assure Department compliance with environmental, health and safety laws and regulations
- Conduct environmental audits of Department programs and facilities
- Provide technical advice and assistance on environmental regulatory compliance issues;
- Serve as liaison with environmental regulatory agencies
- Coordinate environmental compliance training programs for Department personnel which will increase proficiency in safe practices and promote consciousness;
- Schedule safety meetings to review performance and policies
- Assist with spill response program reporting and recordkeeping requirements;
- Monitor and participate in government regulatory and legislative processes and prepare testimony on the Department's behalf.
- Overall responsibility for improving the department's safety record and assist in investigation and reporting of all project incidents including near misses.
- Address specific reporting and record keeping requirements of OSHA, CT DEEP, EPA, etc.

- Ensure all DPW project sites and field activities are in compliance with regulatory requirements.

OTHER JOB FUNCTIONS: Performs related duties as required or assigned by the Director of Public Works or his/her designee.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Provide effective leadership and coordinate the activities of Environmental, Health and Safety of designated employees; Analyze and define problems, identify alternative solutions, and implement recommendations in support of goals; Train and evaluate staff; Facilitate group discussions and problem solving; Interpret and apply federal, state and local policies, laws and regulations; Make effective presentations; Working knowledge and solid understanding of the latest industry computer programs and digital technologies; Ability to communicate effectively orally and in written form; Operate office equipment including computers and supporting word processing, spreadsheet, and database applications; Establish and maintain effective working relationships with those contacted in the course of work; Work in harmony with others.

EXPERIENCE AND TRAINING: Bachelor's degree in safety, engineering, environmental or related technical field and three to five years' experience in safety experience and environmental compliance management and auditing and /or industrial facilities or any equivalent combination of education and experience. Highly Desirable: Working knowledge of federal and state environmental laws governing wastewater and storm water discharges, chemical and fuel storage, hazardous waste, air emissions, the Clean Water Act, the Clean Air Act, RCRA, SPCC regulations, Underground Storage Tank rules, NPDES, MS4, and EPCRA. Candidate should possess excellent computer, written and verbal communication skills.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk and hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs highly complex and varied tasks requiring independent knowledge, its application to a variety of situations, as well as exercise of independent judgment.

Noise level in the work environment is usually quiet. Occasionally makes field visits to project sites as required.

The following duties are typical of this job description and intended only to describe the various types of work that may be performed, the level of technical complexity of the assignments(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the job description, or is similarly or closely related to another duty statement to address business needs and changing business practices.

Revised: August 1, 2016

TOWN OF ENFIELD Job Description

RECREATION INSTRUCTOR

General Statement of Duties: Recreation Instructors plan, schedule and conduct classes in assigned program areas such as, arts and crafts, dance, sports, fitness, and personal development classes which are offered for all ages.

Supervision Received: Recreation Instructors work under the general direction of the Assistant Recreation Supervisor and/or the Program Coordinator. Work is subject to review for conformance to general department procedures and results obtained.

Supervision Exercised: This position does not include supervision of other personnel or volunteers.

Essential Job Functions:

- Designing the course and writing course descriptions.
- Developing and submitting a lesson plan and materials list.
- Organizes materials for class instruction and completes preparation accordingly.
- Instructs classes, activities, or games in an area of expertise according to the plan.
- Works directly with class participants.
- Ability to teach students who have a wide variety of experience and aptitude.
- Effectively conveying the information that was advertised to participants.
- Ability to communicate clearly and effectively, orally and in writing, and/or by whatever creative means are necessary to cross communication barriers.

Other Job Functions:

- Keeping track of class rosters.
- Submitting time sheets by the dates specified in order for prompt payment to be made.
- Sets up and takes down building furnishings and arrangements.

- Ability to lift and carry equipment, furniture and/or supplies required for the assigned activity.
- Ability to maintain effective working relationships with associates, participants and the public.
- Notifying the appropriate supervisor if any changes occur in the class schedule content or the instructor's ability to conduct the class.
- May require ability to acquire and maintain a valid Driver's License.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit, stand, talk, hear, smell, walk, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Work Environment: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee may work in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions.

Must be able to concentrate on fine detail with some interruption. Must be able to remember task/assignment given to self and others over long periods of time. Must be able to perform highly complex and varied tasks requiring independent knowledge, its application to a variety of situations as well as exercise independent judgment.

The noise level in the work environment varies from moderate to loud.

Minimum Qualifications

Knowledge Skill and Ability:

- Considerable knowledge and sufficient skills of the principles, practices and liabilities in said topic area to be credible as an instructor.
- Ability to develop own curriculum and lesson plans for recruitment topic.
- Ability to keep simple inventory records; prepare simple written reports of the program operation and attendance; ability to deal with the public, superiors, associates and participants in a courteous manner.

Experience and Training:

- Minimum of one or more years of previous teaching, coaching, and/or presentation experience in topic area. Experience teaching programs to one or more of the following populations is preferred: early childhood, youth, teens, and adults.
- Any combination of skill, training, education, and/or certification (if applicable) in the topic area.
- Current CPR and First Aid certification are preferred, but not required.
- Offers of employment are contingent upon satisfactory evaluation of a criminal record check.

The following duties are typical of this job description and intended only to describe the various types of work that may be performed, the level of technical complexity of the assignments(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the job description, or is similarly or closely related to another duty statement to address business needs and changing business practices.

REVISED: August 1, 2016